

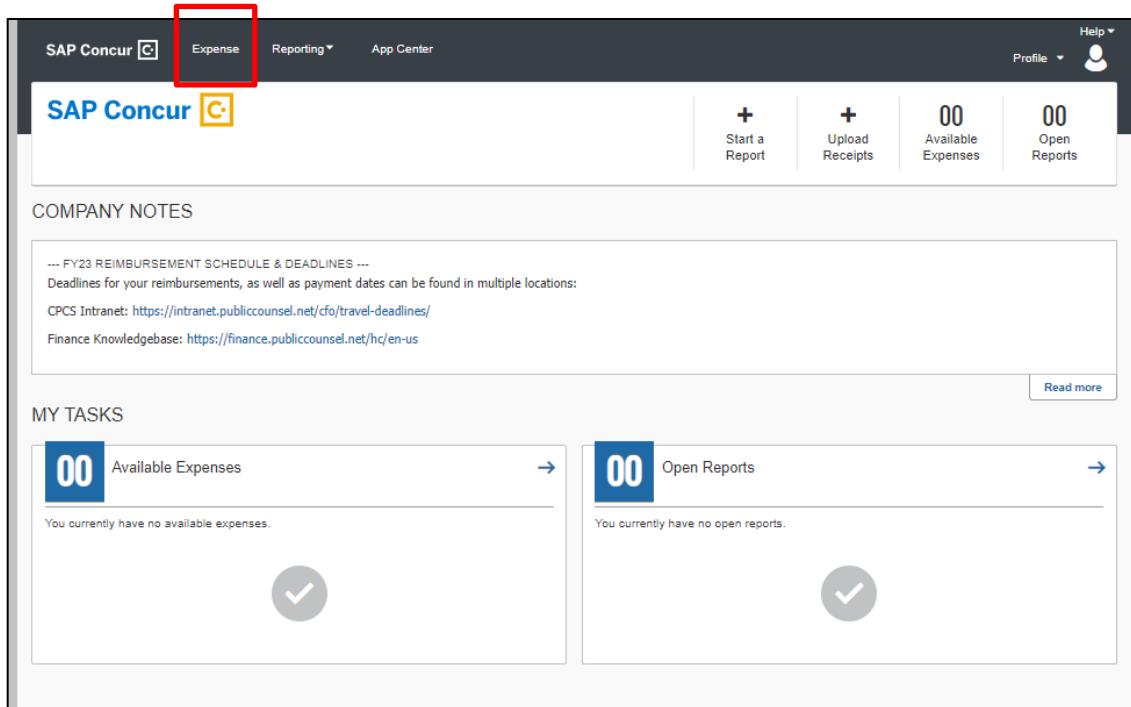
Concur – How to Retrieve Previous Expense Reports

Committee for Public Counsel Services Finance

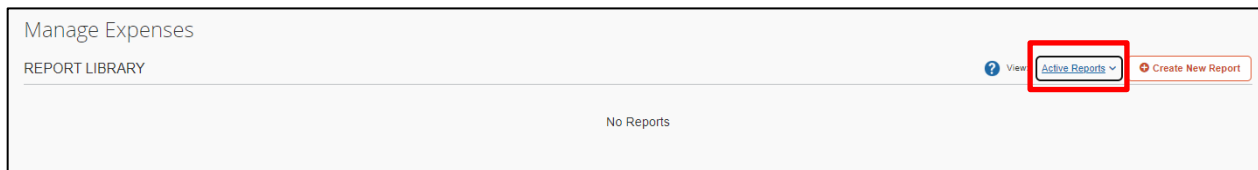


Concur – How to Retrieve Previous Expense Reports

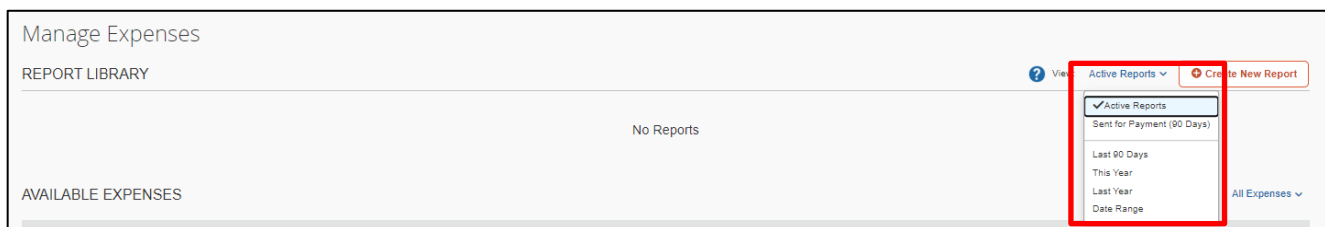
1. From your main Concur profile page, click on the **Expense** menu at the top of the page.



2. Click on **Active Reports**.



3. You can retrieve specific reports by selecting one of the time frames.



4. You will now see a list of expense reports relating to the option selected in previous step. From this page you will be able to see the **Report Name, Status, Report Date, Amount, Requested and Due Employee**. You can view the details of the expense report by clicking anywhere on the line item.

Manage Expenses

REPORT LIBRARY View: Last 90 Days Create New Report

Create New Report

Report Name	Status	Report Date	Amount	Requested	Due Employee
July 2023 Cell Stipend	Paid	07/03/2023	\$20.00	\$20.00	\$20.00
Dammita Work Environment Stipend	Paid	06/28/2023	\$200.00	\$200.00	\$200.00
June 2023 Cell Stipend	Paid	06/01/2023	\$20.00	\$20.00	\$20.00
May 2023 Cell Stipend	Paid	05/01/2023	\$20.00	\$20.00	\$20.00

5. The expense report will display. If you would like to print or email the expense report, select the **Print/Share** dropdown.

Manage Expenses

July 2023 Cell Stipend \$20.00 Copy Report

Paid | Report Number:

Report Details Print/Share Manage Receipts

Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved
Cash / Personal Card	Mobile/Cellular Phone - Stipend	T-Mobile	07/03/2023	\$20.00	
					\$20.00

6. Select "Detailed Report" in the list.

July 2023 Cell Stipend \$20.00

Paid | Report Number: UBVO LD

Report Details Print/Share Manage Receipts

Receipt Payment

Cash / Personal Card

Receipt Report

Detailed Report

7. A separate window will open, showing the Detailed Report. You can choose to show additional details by checking the “Show Expenses” and/or “Show Itemizations” box at the top of the screen. You can Print, Save as PDF or Email the report by selecting the corresponding button at the top of the report.

